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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington 25, D. C.

March 22, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 20

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Internal distribution of Director's Memoranda

A recent memorandum from the Director reads as follows:

"It is the responsibility of each chief to see that Director's memoranda receive proper circulation. Each of these memoranda has a specific purpose. However, on several recent occasions, this office and the Deputy Directors have discovered that persons in the branches in charge of developing and operating programs have been completely unaware of the contents of directives prescribing certain procedures.

Effective immediately, each branch chief will act to adjust mailing lists or circulation systems to provide for proper circulation of Director's memoranda."

In accordance with these instructions the mailing list for this Branch has been revised to provide a more complete distribution of the above memoranda. It will be the responsibility of each Division Chief to circulate those Director's Memoranda, which pertain to the operation of his Division, in a manner which will insure a complete understanding of the contents by all affected employees.

*H. C. Albin*

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